RPI Update

www.therecruiterstore.com

What is it?

The Recruiter Store, **www.therecruiterstore.com**, is the latest recruiting tool for use by the field units for ordering RPIs! It is a web based, web accessible system that provides online service to the regions, brigades, brigade recruiting officers, nurse counselors, senior battalions, and junior units. This system will also provide the ability to effectively manage inventory, usage, quantities, and distribution. ***The system will be available for access 11 June 2001.***

The new online ordering system is presented in the "shopping cart" venue and will improve the ordering process by providing an easily updateable catalog and web friendly ordering site. Orders go directly to the Recruiter Store for service. "Ship To" information you have provided on your order interfaces with the Federal Express (FedEx) shipping system. Ensure that you provide a shipping address with a street address and building number (if applicable). Order shipping status can be tracked via a link to the FedEx web site, ***www.fedex.com*** or you can call FedEx toll free at 1-800-463-3339.

How to use it!

LOGIN: After connecting to **www.therecruiterstore.com**, you will be prompted to enter an ID and Password. On your first visit, enter your RPI account number (with the letter "C" preceding, i.e., "C22222") as the ID and your five-digit zipcode as the Password. You will then be prompted to change your password to an 8 or more character password and to enter an official email address.

STORE: After a successful login, you will be automatically taken to the *STORE* page. A department selection (RPI) will be displayed. Click on *RPI* and scroll down the item list until you find your item. Click on that item, enter quantity amount, then select *ADD TO THE CART*. If the quantity entered is beyond the allowed amount you will be prompted to decrease the quantity. Select *STORE* from the selection bar at the top of the page and repeat the process until all of your selected items are in the *CART*.

CART: While the shopping cart is selected you may *PLACE ORDER, EMPTY CART*, *SAVE CART, UPDATE CART*, change item *QUANTITY*, and delete items. If you change a quantity, you must also select *UPDATE CART*.

SHIP TO: Once you have placed all of your items in the *CART*, select *PLACE ORDER*. Verify *SHIP TO* address - you may change the *SHIP TO* address to a temporary *SHIP TO* address. Once you have verified all information, select *PLACE ORDER*.
Note: "Ship To" address must be physical addresses. They must contain street address and building and room number (if applicable). PO boxes or "mail stops" are not acceptable except in the case of overseas shipments.

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ORDER VERIFICATION: This notice will appear after you click *on PLACE ORDER*. This page allows you to make any last minute corrections to items in your cart before final order is sent. You are encouraged to print this page as a record for your files. After sending the final order you will see the next screen, *PURCHASE CONFIRMATION*. This page shows your order number. Record this number on the *PURCHASE CONFIRMATION* page.

Other Options.

ABOUT. Click for information about the site.

FIND. Search for a particular item by title or item number.

HISTORY. Displays information about all of your orders and provides a link to FedEx for tracking the shipping status information of a particular order. Once you have selected an order, select the FedEx **TRACKING NUMBER(S)** that is listed with your order on the FedEx Tracking link bar to get shipping status information on that particular order. *NOTE*: *shipping information for an order may not be available for up to 72 hours after the order was placed.*

SAVED CART. Allows you to view all saved carts, select one to add to current cart, replace current cart, or delete saved cart(s).

ACCOUNT SUMMARY. Displays a summary of account(s).

SHOPPER UPDATE PAGE. This option is located at the bottom of the *STORE* page and is used to change your user password, email address, and to verify site information. To update site information, send an email to ***rpi@usarec.army.mil***.

Problems with system - contact RS Bde at rpi@usarec.army.mil

Questions - contact elizabeth.fye@monroe.army.mil